

Directions: Please complete shaded areas below.

Department Name: PARK AND RECREATION

Project Name: PARKS' EDMS IMPLEMENTATION

Project Amount: \$625,000

Preparer Name & Contact Information: CONNIE SCHEEL (305) 755-7941 cscheel@miamidade.gov

Project Type: Please check (✓) one.



Enterprise



Communities of Interest



Department Specific

Funding Source: Please check (✓) one.



GF Capital



Proprietary Capital



Mandated Requirement

(If checked (✓), please indicate who is mandating this request as well as the time frame)



5

Department Priority of Initiative (1, 2, 3, etc.)

Section A

Background:

Provide any relevant background information to include existing investments in the proposed project. If applicable, please include any information explaining why this is a mandated project.

Park and Recreation maintains paper records at its Hickman Building administrative offices, its regional offices and individual park sites. (These are over and above the engineering drawings that are discussed in a separate business case.) At the Hickman Building, there are rooms devoted to file storage. In addition, there is document storage at Kendall Warehouse for non-current files that must still be retained.

Problem Statement:

Define the problem, need, or opportunity.

In order to conserve space and improve access to information, the department needs to digitize its paper archives. In order to improve efficiency, the department needs to implement EDMS workflow and document retrieval for both its paper and electronic documents. The county has a proven enterprise EDMS solution. Park and Recreation would like to implement this solution to increase efficiencies with workflow, gain the benefits of efficient document storage and retrieval, and free up physical space.

Solution:

What is the proposed solution?

Engage the services of a documents management specialist along with an ETSD analyst to perform a business analysis of Parks' document management practices and needs. Deliverables expected from this analysis will include recommendations to improve on its current practices, a suggested cataloging schema, determination of the amount of DASD required, and recommendations for workflow configuration and scanning solutions. After internal signoff on these recommendations, contract the scanning of non-sensitive documents to an outside vendor and obtain (purchase and/or lease) scanning equipment so Parks' personnel can scan sensitive items in-house. Obtain the assistance of ETSD staff to train Parks' staff and/or contract employees in proper cataloguing procedures to place electronic files into the EDMS repository, document the cataloguing system, and train Parks' users in how to use it to efficiently retrieve information.

Expected Benefits / Direct Payback:

State the benefits of solving the problem or reaching the goal. Hints: "How the project will reduce costs (perhaps from reducing redundant tasks such as data entry), better decision making at each step of a process (perhaps due to more accurate and timely information), or improved efficiency (thanks to fewer steps to process a transaction).

Specify collective benefits and identify benefits that are specific to each stakeholder. Wherever there are metrics (numbers or targets) for improvement, be sure to include them. Examples: "Reduce communications costs by 20%" or "Increase revenues by \$1,340,500 in fiscal year 2007.

Having needed information readily available with EDMS will enable Parks' staff to quickly find information they need rather than to have to wait for clerical staff to search and try to find it. Having workflow means that documents can be automatically routed for action or approval instead of being manually passed from secretary to secretary for processing. These two benefits alone will make Parks' staff more efficient and effective in their work. Additionally, by digitizing the paper archives, additional space can be freed up to support departmental activities.